Receive and invoice serials subscriptions

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Course description

This recorded course would be useful for any staff receiving and invoicing print serials subscriptions ordered in WMS Acquisitions. It includes marking a subscription order received, creating an invoice and adding titles to an invoice, paying an invoice, and creating a credit or supplemental invoice for a subscription. It also includes basics of serials issues management for tracking a current print subscription.

View a recorded session

View a recorded session (55 minutes)

Course handouts

Receiving and invoicing serials subscriptions

Request closed captioning

Closed captioning is available in the US upon request with 5 business days' notice. To request closed captioning for a training session, please contact us at training@oclc.org.

Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.